



CITY OF SAN ANTONIO

P. O. BOX 839966
SAN ANTONIO TEXAS 78283-3966

Convention Facilities Assistant Director (Administration)

The City of San Antonio, Texas (population 1.2 million).is seeking candidates to fill the Convention Facilities Assistant Director (Administration) position. This position, under the direction of the Director, is responsible for planning, directing, managing, and overseeing the administrative function of the Convention Facilities Department, including booking, fiscal management, event services, and software management. The position coordinates assigned activities with other City Departments and outside agencies and provides highly responsible and complex administrative support. The position exercises direct supervision over management, professional, technical, and clerical staff. The Convention Facilities Department oversees the operation and management of the Henry B. Gonzalez Convention Center (1.3 million square feet), the Lila Cockrell Theater, and the Municipal Auditorium. The Department is composed of seven divisions including the Office of the Director, Event Services, Booking Services, Building Maintenance, Technical Systems, and the Municipal Auditorium. The 2003 – 2004 operating budget is \$18 million with 289 authorized positions.

This position requires the successful candidate have six (6) years of increasingly responsible professional experience in convention facilities, public assembly, public facility management, major events coordination, or related field. Experience must include considerable administrative and supervisory experience. The position requires a minimum of a Bachelor's Degree from an accredited college or university with major course work in marketing, business management, facilities management, public administration or related field. Strong management skills including thorough knowledge of financial management and administration, budgeting, contract negotiations, strategic planning and organizational development. Must have a proven record of effective and exceptional customer service skills. Must have proven ability to establish effective marketing programs, increase revenues and promote the facilities both internally and through a partnership with a convention and visitors bureau organization. Exceptional communication skills, both oral and written. Ability to represent the Department in a poised and credible manner, build strong relationships with trade shows, promoters, hotels, the Convention and Visitors Bureau, City Departments, and public officials integral to the operation of the Department.

Salary range: \$66,420 - \$95,640. Starting salary negotiable, depending upon education and qualifications. Apply at once with letter, résumé, and references to The PAR Group – Paul A. Reaume, Ltd., 100 N. Waukegan Road, Suite 211, Lake Bluff, Illinois 60044. Equal opportunity employer; women and minorities are encouraged to apply.